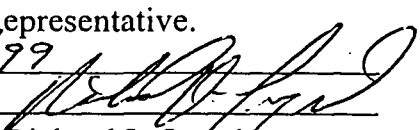
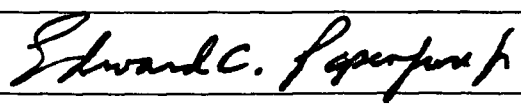


DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE	Schedule No. C 849
	Page 1 of 2

Agency Harford County Government	Division/Unit Department of Inspections, Licenses and Permits
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Item No.	Description	Retention
	This series of documents applies to the Department of Inspections, Licenses and Permits and includes standard forms as well as other documents which provide supporting data for general inspections, licenses and permits service needs.	
1.	Permits (Building, Electrical and Plumbing) <ul style="list-style-type: none"> a. permit number and owner information b. inspection notes/violation notices c. stop work orders d. structural certificates 	Retain permanently; transfer to State archives periodically on acceptable media.
2.	Use and Occupancy Certificates	Retain permanently; transfer to State archives periodically on acceptable media.
3.	Taxi Driver License Log Book <ul style="list-style-type: none"> a. Log of current taxi drivers licensed by Harford County 	Retain for 2 years beyond license expiration date and destroy thereafter.
4.	Licenses - application and license number for the following: <ul style="list-style-type: none"> a. Electrical contractors b. Plumbing contractors c. Pawnbrokers d. Dog licenses e. Mobile home parks 	Retain for 2 years and destroy thereafter.

Schedule Approved by Department Agency, or Division Representative. Date <u>1/5/99</u> Signature <u></u> Typed Name <u>Richard L. Lynch</u> Title <u>Interim Acting Director, Department</u> <u>of Inspections, Licenses and Permits</u>	Schedule Authorized by State Archivist Date <u>FEB 22 1999</u> Signature <u></u>
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DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C 849

Page 2 of 2

Agency
CONTINUATION SHEET
Harford County Government

Division/Unit

Department of Inspections,
Licenses and Permits

Item No.	Description	Retention
	f. Auctioneers g. Gas-fitters h. Tow truck operators i. Taxi drivers	
5.	Animal Complaints -complaints received by Animal Control Division alleging violations of Harford County Animal Control laws (i.e. - animal cruelty, dogs running loose).	Retain for 1 year after resolution of complaint and destroy thereafter.
6.	Building construction plans/drawings	Retain for 2 years and destroy thereafter.
7.	General correspondence	Retain for 1 year and destroy thereafter.

Schedule Approved by Department
Agency,
or Division Representative.
Date 1/5/99
Signature [Signature]
Typed Name Richard Lynch
Title Interim Acting Director, Department
of Inspections, Licenses and Permits

Schedule Authorized by State Archivist

Date FEB 22 1999

Signature [Signature]

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page 1 Of 1

1. DEPARTMENT/AGENCY Department of
Inspections, Licenses & Permits

2. DIVISION

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE
Building, Electrical, Plumbing Permits
Use and Occupancy Permits

5. EARLIEST YEAR / LATEST YEAR

1990 to Present

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)

Building, Electrical an Plumbing Permits

- a. Permit number and owner information
- b. Inspection notes/violation notes
- c. Stop Work Orders
- d. Structural certificates

Use and Occupancy Certificates

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size ☐ Microfilm
- ☐ Legal Size ☐ Computer Tape
- ☐ Bound Book ☐ Floppy Disk
- ☐ Audio Tape ☐ Video Tape
- ☒ Other (Specify) CD Rom

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
- ☒ Numerical
- ☐ Chronological
- ☐ Geographical
- ☐ Other (Specify) _____

9. VOLUME

- ☐ File Drawer(s)
- ☐ Microfilm Reel (s)
- ☐ Computer Tape (s)
- ☒ Other (Specify) CD Rom

5

Number

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
- ☐ Microfilm Reel (s)
- ☐ Computer Tape(s)
- ☒ Other (Specify) CD Rom

1

Number

11. FILE IS USED

- ☐ Daily ☒ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

N/A

Number

- ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
Dept. Inspections, Licenses &
Permits

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

☒ Yes Facilities and Operations ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes ☒ No

16. AUDIT REQUIREMENTS

- ☒ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes ☒ No

18. RECOMMENDED RETENTION

Permanent Retention

19. NAME AND TITLE OF PREPARER

Richard D. Lynch, Director
Inspections, Licenses & Permits

20. TELEPHONE NUMBER

410-638-3344

21. DATE

2/9/99